

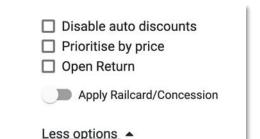
Guide to booking a Rail Journey

Rail Search



→ Flights 😡 Rail 🛤 Hotels 🖨 Taxi 🖸	Parking]		🌣 Baskets manage	r 🗁 Your	basket is empty
Search for trains						
National rail Airport express						
Return - for 1 Adult - in Standard -						Favourites -
From		То	Dep	art	Return	
	⇔		İ	Wed 24 Jul 07:00	₩ed 17:00	l 24 Jul
Extra time to change		Add via destination	Toda	ay Tomorrow	Same Day	Next Day
More options -						
			*	Add to favourites	🕞 Sea	rch for trains

When booking your train journey, the default search will be for National Rail, although you can quickly change to Airport Express using the radio button at the top of the search section.



More options allows you to select several options including disable auto discounts, prioritise by price, open return and whether you would like to apply a railcard / concession to the booking.

London Underground





The search function also allows you to open a map of the London Underground in a new tab which may be saved to access offline.

Rail Results



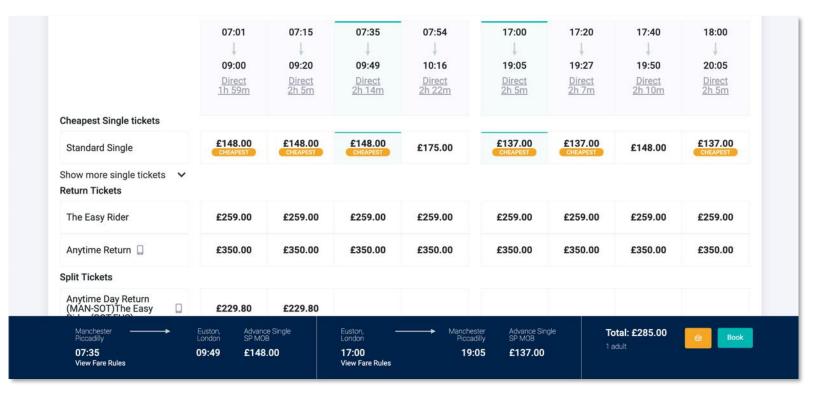
	Depart: Tue 3 Manchester I	30 Jul Piccadilly (MAN)) 💛 Euston, I	London (EUS)	Return: Tue 3 Euston, Lond		Manchester Pic	cadilly (MAN)
	< Earlier			Later >	< Earlier			Later
	07:01 ↓ 09:00	07:15 ↓ 09:20	07:35 ↓ 09:49	07:54 ↓ 10:16	17:00 ↓ 19:05	17:20 ↓ 19:27	17:40 ↓ 19:50	18:00 ↓ 20:05
	<u>Direct</u> <u>1h 59m</u>	<u>Direct</u> 2h 5m	<u>Direct</u> 2h 14m	Direct 2h 22m	Direct 2h 5m	Direct 2h 7m	Direct 2h 10m	Direct 2h 5m
Cheapest Single tickets								
Standard Single	£148.00 CHEAPEST	£148.00 CHEAPEST	£148.00 CHEAPEST	£175.00	£137.00 CHEAPEST	£137.00 CHEAPEST	£148.00	£137.00 CHEAPEST
Show more single tickets Return Tickets								
The Easy Rider	£259.00	£259.00	£259.00	£259.00	£259.00	£259.00	£259.00	£259.00
Anytime Return 📮	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00	£350.00
Split Tickets								
Anytime Day Return (MAN-SOT)The Easy Rider (SOT-EUS)	£229.80	£229.80						

Rail results are displayed with the cheapest ticket first.

Calling points can be displayed by clicking on the 'Direct & time' link.

Split ticketing will appear automatically on available routes.

Rail Results - Basket



Once you've identified a suitable fare, click on it to add it to the basket at the bottom of the screen.

To remove a fare from the basket, simply click it again.



Rail Results – Fare Rules

Fare rules	×	9:4
Route Restriction Code Ticket Type Class Ticket Type Conditions Description Valid Return Rule Ticket Type Name Change Rule Pre Booking Requirement Railcard Discount Ticket Type Code Child Discount Valid Out Rule Start Date	 Route Restriction Code Unable to lookup 'Route Restriction Code' 00515 Ticket Type Class Standard Ticket Type Conditions Description Travel must be completed on the train service and in the reserved seat as shown on the ticket. Valid Return Rule N/A Ticket Type Name Advance Single Change Rule For credit card paper tickets, Electronic tickets, eTicket, or tickets sent to a Mobile Phone, mTicket, travel plans can be changed at any time before the booked train departs. Self-print tickets can be exchanged but this depends on the train operator, who should be consulted. Changes to tickets cannot 	15 25 59 50
	Ok	52.
09:00 £137.00	17:00 19:05 £125.00 1 adult	

Fare rules are available in the basket for both the outbound and return legs of the journey.

Rail Results – Reason For Booking



07:01 ↓ 09:00		07:35 ↓ 09:49	07:55 ↓ 10:16	17:00 ↓ 19:05	17:20 ↓ 19:27
Direct 1h 59m	Direct 2h 5m Requires a Boo	Direct 2h 14m oking Reason.	Direct 2h 21m	Direct 2h 5m	Direct 2h 7m
£137.00 CHEAPEST	Pick a booking r Or click the cros	eason from the l s in the top right	ist below: to cancel.		£125.00 CHEAPEST
£259.00				•	£259.00
£350.00	Need More Flex				£350.00
£229.80		Client/Colleagu	e		
Euston, Advan London SP MC 09:00 £137		able 17:00	19:0		£229.80

If the rail fare is out of policy, you will be asked to add a booking reason from a drop-down list.

This pop up appears for all out of policy bookings across air, hotel, rail and parking.

Rail Results - Basket

✦ Flights	🖵 Rail	🛏 Hotels	P Parking				🏟 Baskets manager	台 £262.00 - 1 items
Your	baske	et						Reset basket
Depar		3 Aug Trains	07:01 MAN	Direct -	09:00 EUS	Advance Single SP MOB eTKT	~	3 £262.00 1 Adult
Retur		3 Aug Trains	17:00 EUS	Direct -	19:05 MAN	Advance Single		Book
Save bas	sket							Start booking

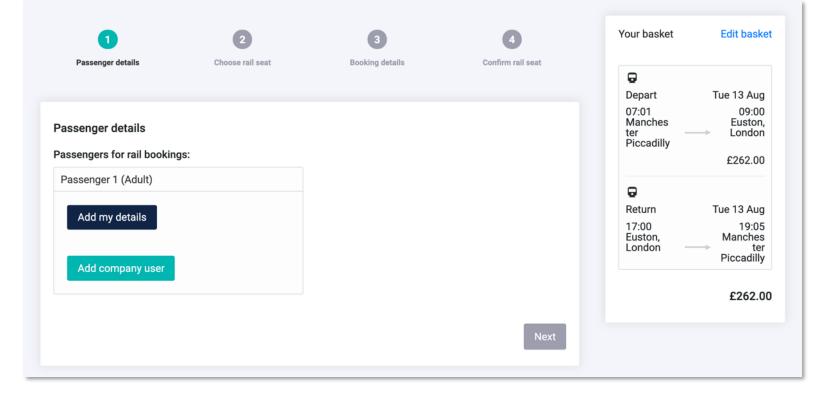
Once the fare is added to your basket you can save it for later or begin booking.

Before you proceed, double check the times, dates and price.



Rail Results – Add Passenger





Before proceeding you need to add the passenger details.

Here you can add your details (taken from your profile) or add another company user. You can search via email, surname or employee number.

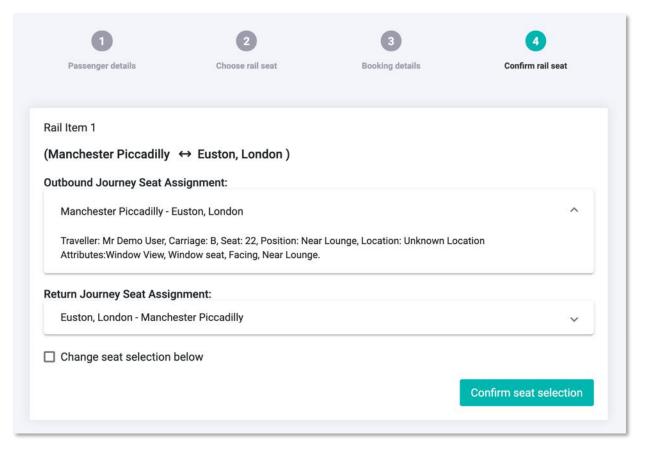
Rail Results – Seat Selection

Seats for rail journey: Manchester Piccadilly \leftrightarrow Euston, London						
Outward Journey: Seats are mandatory						
O No Seat		🔘 Seat	:	O Specific Seat		
Direction:	Lo	cation:		Position:		
Any	• A	iny	•	Any	•	
Return Journey:						
🔘 No Seat		🔘 Seat	:	O Specific Seat		
Direction:	Lo	cation:		Position:		
Any	• A	ny	•	Any	•	
Please select any special optio	ns you pr	efer from the list	below:			
Uideo		C] Table			
Power			Internet			
 Near luggage Near buffet] Near toilet			
					Next	

Next, you can select your seat for the journey (on available routes) based on the direction of travel, location and position.

You can also select special preferences such as near plug sockets, toilets or luggage racks.

Rail Results – Seat Confirmation



Before completing the booking, confirm your seat selections on the outbound and return legs of your journey.

If you are unhappy with your selection, you can check the change seat selection box to be reallocated.

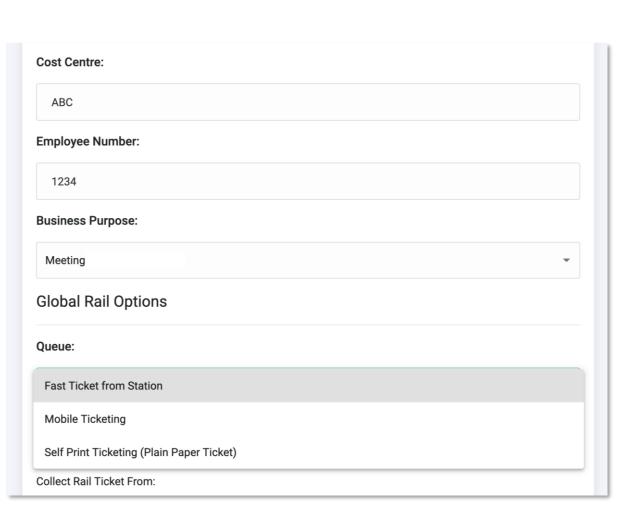
Rail Results – Business Purpose

Rail Options for Mr Demo	User:	When co
Proof Of Id:		booking the purp
CreditCard (CC)	•	
Company Name:		You can
ABC		down bo
Cost Centre:		
ABC	Business Purpose:	
Employee Number:	Event / Roadshow (Office)	
1234	Event / Roadshow (Off Site)	
Business Purpose:	Meeting (ABC Office)	
Enter Value:	Meeting (Off Site)	
	Training (ABC Office)	

When completing your details in the booking screen you will need to add the purpose of your journey.

You can select this from the dropdown box provided.

Rail Results – Ticket Queue



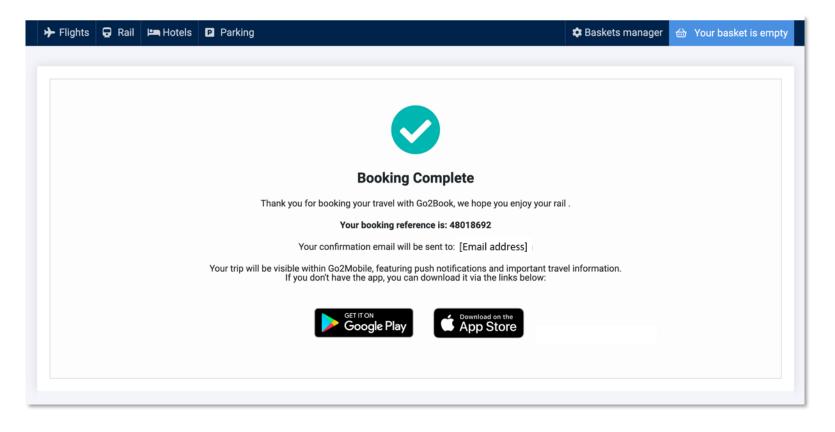
Select your method of delivery from the ticket queue.

On most routes the option of eTicket is now available.

You may also have :

TOD (ticket on departure) Collection, Fast ticket collection from the station of your choice, Mobile ticketing or Self print ticketing.

Rail Results – Booking Confirmation



You will then be taken to a screen confirming your booking and providing a reference. You will then receive your Trip Planner confirmation email.

You will be prompted to follow links to download our interactive itinerary mobile app, Go2Mobile.

To view a short training video please click <u>Clarity guide to</u> <u>booking a rail journey</u>

